

POSITION DESCRIPTION
BOARD OF MAHONING COUNTY COMMISSIONERS
An Equal Opportunity Employer

JOB TITLE: Deputy Clerk 2	DEPARTMENT: Clerk of Courts	PCN:
IMMEDIATE SUPERVISOR: Administrative Clerk - County Court, Chief Deputy - Legal or Title Dept. Supervisor		POSITIONS SUPERVISED: None
JOB RESPONSIBILITIES: Under general supervision, the Deputy Clerk 2 processes titles, cases and/or records, as assigned; serves customers at the counter; and performs clerical duties for an assigned department.		
QUALIFICATIONS: High School diploma with coursework in office practices and procedures; typing and word processing; and a minimum of one (1) year experience as a Deputy Clerk 1 or an equivalent combination of education, training and experience; ability to meet bonding requirements; and the ability to become a title - notary.		
KNOWLEDGE OF:		SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> · Department policies and procedures · Court practices, policies and procedures · Office practices and procedures · Case docketing · Court filing procedures · Basic bookkeeping and accounting procedures · Title transfer and notary procedures · Document preparation · Computer software <p><i>*May be acquired after hire</i></p>		<ul style="list-style-type: none"> · Develop and maintain effective working relationships with supervisor, co-workers, judges, attorneys and customers · Communicate effectively in written and oral form · Present a positive image to customers and use tact when dealing with others · Resolve problems involving several variables · Keyboard, calculate fractions, decimals and percentages · Accurately copy and record figures · Make accurate change in money transactions · Operate office machines (photocopier, FAX, postage meter, calculator, etc.) · Maintain confidentiality
% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	
0-50%	<p>CASES</p> <ul style="list-style-type: none"> ★Reviews, enters, indexes, dockets and certifies the following, as necessary <ul style="list-style-type: none"> · Legal documents and case information including: Civil, Domestic, Criminal and Court of Appeals · Traffic tickets and dispositions · Pleadings, and judgement entries and refers cases as specified ★Prepares all forms, letters, documents, seals and sends certified mail, as necessary <ul style="list-style-type: none"> · Prepares expungements, as assigned ★Contacts attorneys, law offices and other individuals regarding cases as required ★Schedules pretrials, hearings, court arraignments or sentencing dates and notifies appropriate parties as required ★Performs duties pertaining to civil cases as assigned <ul style="list-style-type: none"> · Processes BMV appeals and sets for hearing · Prepares and processes garnishments ★Performs duties pertaining to traffic cases as assigned <ul style="list-style-type: none"> · Receives bonds, processes and issues receipts · Assesses points and notifies the BMV and assists with maintaining traffic statistics, cases and citations ★Performs duties pertaining to criminal cases as assigned <ul style="list-style-type: none"> · Processes BCI forms for criminal cases · Assists with processing expungements, search warrants and medical reports as assigned · Arranges prisoner transports from surrounding jails as necessary · Assists Prosecutor in filing Prosecutor Notices and new charges · Performs record checks for police and probation departments and issues indictments 	
0-25%	<p>RECORD PROCESSING - LEGAL</p> <ul style="list-style-type: none"> ★Posts the following: Criminal pleadings; Traffic pleadings and Transcripts ★Prepares and processes paperwork as assigned, including: <ul style="list-style-type: none"> · Commitments; Motions to show cause · Warrants to discharge; Subpoenas · Summons; Requests for documents · Server papers ★Issues and recalls bench warrants ★Prepares and releases liens, as required ★Prepares and issues legal bulletings for publication ★Process passport applications <ul style="list-style-type: none"> · Assists Court operation <ul style="list-style-type: none"> · Prepares invoices as needed and records paid fines 	

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JOB TITLE: Deputy Clerk 2 (cont.)	DEPARTMENT: Clerk of Courts	PCN:
% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	
0-50%	TITLE PROCESSING ★Notarizes titles and applications, enters data into computer and prepares necessary documents ★Process title transfers and certifies copy of files ★Computes tax liability on title transfers ★Prepares summary print-outs of documents processing and prepares and maintains records and reports ★Hands out passport applications and collects passport applications and fees	
0-20%	COUNTER ★Receives cash payments and issues and posts receipts ★Time stamps all legal pleading and documents ★Assists customers with new case filings, judgement liens, notary commissions, certificates, title transfer procedures and public-use computers and provides civil, criminal and domestic records to customers ★Reconciles cash drawer and prepares Cashier's report	
10%	CLERICAL ★Answers the telephone, responds to questions, directs calls and takes messages ★Maintains files including legal, title and naturalization as assigned ★Proofreads documents to ensure accuracy, compiles information, photocopies materials and opens and processes mail	
5%	MISCELLANEOUS ★Performs additional duties and assignments, as requested ★Delivers monies, documents or mail as assigned, along with additional duties and assignments as requested ★Maintains and increases knowledge and skill through attendance at meetings, conferences, training sessions and in-service training sessions ★Denotes an essential function of the position	
Pay Grade: Non-Bargaining () Bargaining () Class Number		
Signature of Agency Representative:		Date:
Signature of Employee:		Date: